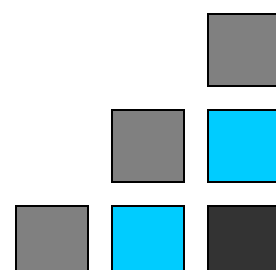
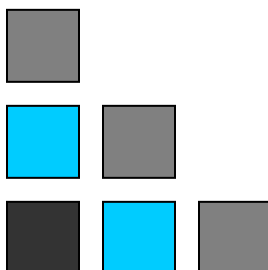




# **THE THEORY AND COMPUTING SCIENCE BUILDING**

9400 S. CASS AVENUE  
ARGONNE, IL 60439

## **TENANT HANDBOOK**



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The Theory and Computing Sciences Building is owned by:

## The Theory and Computing Sciences Trust

THE  
THEORY  
AND  
COMPUTING  
SCIENCES  
BUILDING  
TRUST

Included in the Trust's responsibilities are:

- To enter into a ground lease with the U.S. Department of Energy for a parcel of land at the Argonne National Laboratory in Argonne, Illinois for the express purpose of developing an office and research building on the premises that will be used for conducting scientific research and educational programs for the benefit of science and the nation.
- To undertake the financing, design and development of the Theory and Computing Sciences Building on the leased parcel.
- To own and provide for the management of the Theory and Computing Sciences Building once it is completed.

The Theory and Computing Sciences Building is managed by:

## Colliers Bennett & Kahnweiler Real Estate Management Services



Our mission is to be the industry's foremost provider of real estate services by servicing our clients' long-term needs as their partner. We listen to our clients' needs and team our best talent from multiple disciplines to provide superior services. We will support our personnel and our clients by continuous investment in research, information systems, technology and training. Creativity, integrity, dedication, and loyalty form the cornerstone for all we do.

As the largest commercial real estate management company in the central United States, we are dedicated to providing superior comprehensive services for all property types including office, industrial, and retail properties. We focus on delivering solutions that are efficient and effective, always with the goal of creating value for the client.

Our beliefs are based on the 4 Cornerstones of Commitment, which we demonstrate on a daily basis to guarantee the success of our clients, associates, communities and the firm.



Visit our website at [www.ctmt.com](http://www.ctmt.com)

### Property Name and Mailing Address

**Building Address**

9400 S. Cass Avenue  
Argonne, IL 60439

**Mailing Address**

9700 S. Cass Avenue  
Argonne, IL 60439

**Emergency Nomenclature**

9400 S. Cass Avenue  
Argonne, IL 60439

*In the event of an emergency, this address should be given to the Police Department, Fire Department, or Emergency Medical System (EMS) department dispatcher.*

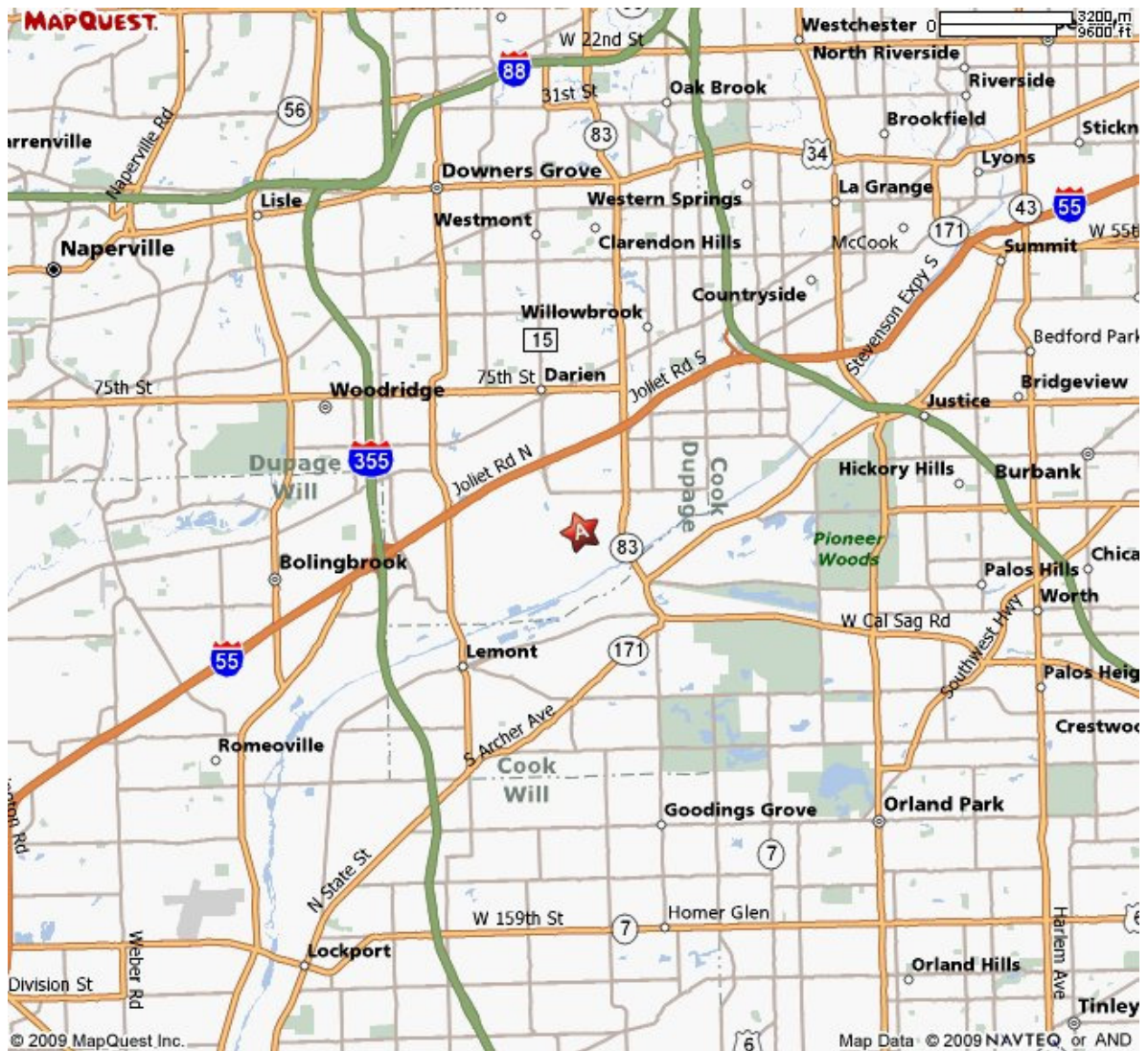
**Local Mail Carrier**

42 Stephen Street (3.2 miles)  
Lemont, IL 60439  
(630) 257-6204

**Office of the Building**

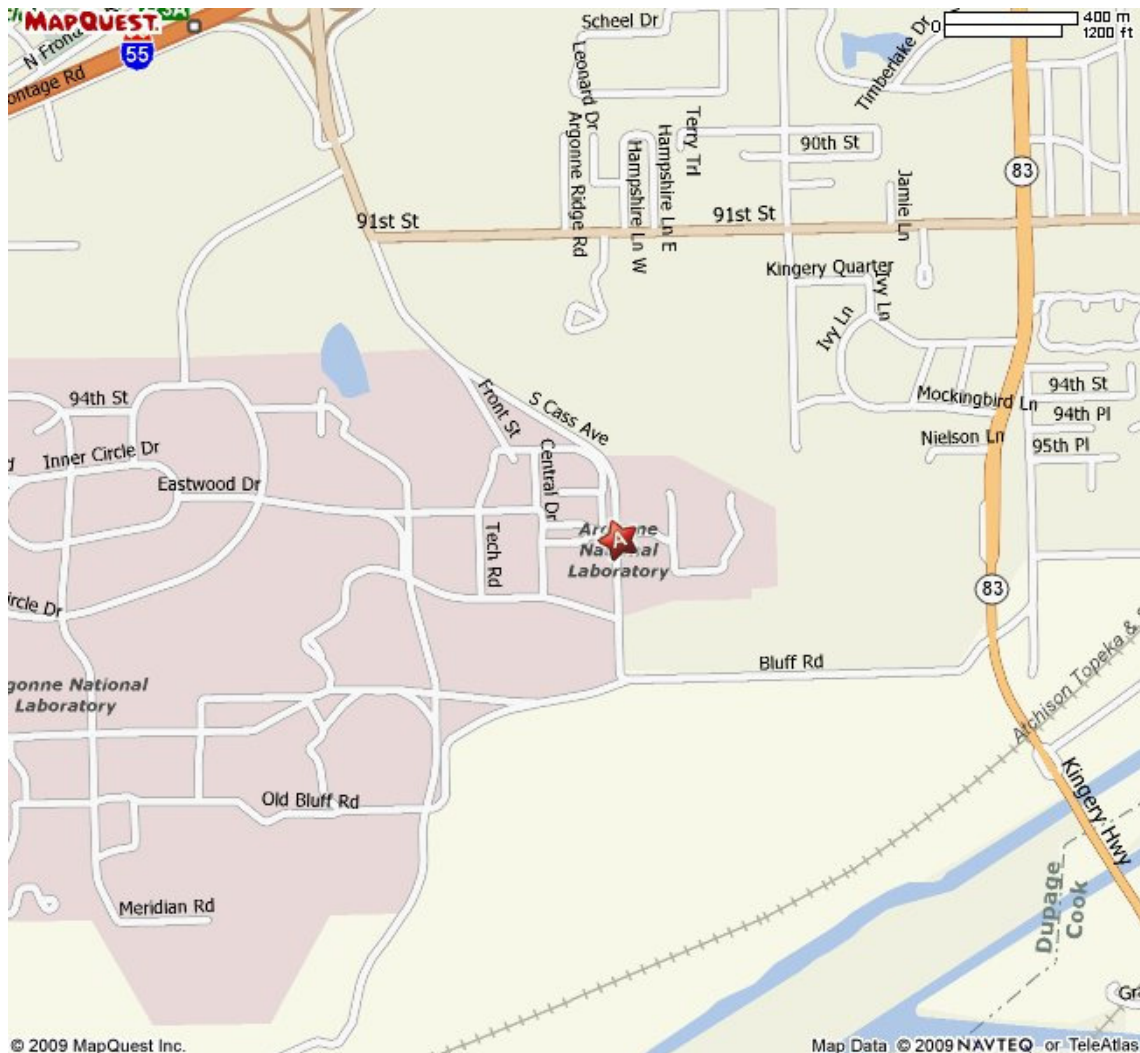
Colliers Bennett & Kahnweiler  
9400 S. Cass Avenue  
Argonne, IL 60439

### Regional Map





### Local Area Map





### Property Hours of Access

#### Lobby Entrance

The building is accessible during normal business hours through the main entrance lobby from 6:00 a.m. to 6:00 p.m. Monday through Friday. Outside of normal business hours, tenants may access this entrance using their Cardkey access cards.

#### Loading Dock Entrance

|                       |  |
|-----------------------|--|
| Monday through Friday | 6:00 a.m. to 6:00 p.m.<br>6:00 p.m. to 6:00 a.m., <i>Access by reservation only.</i> |
| Saturday              | Access by reservation only.  |
| Sunday                | Access by reservation only.  |
| National Holidays     | Access by reservation only.  |

For additional information, please refer to the section titled *Deliveries*.

#### General Surface Parking Lot and Traffic Procedures

Do not park in any spaces with a “Reserved”, “Visitor” or other company name designation. In the event that there are no available parking spaces, please park at Building 223. Traffic safety violations are issued for the following violations:

- Exceeding the posted speed limit
- Failing to stop for pedestrians at a crosswalk
- Failure to wear seatbelts
- Failure to come to a complete stop at a STOP sign
- Failure to wear a safety helmet on a bike
- Parking in a fire lane or blocking a fire hydrant
- Parking in a No Parking Zone that blocks building dock areas

For additional information, please reference *Exhibit F: “ANL Traffic Safety and Enforcement Policy.”*

#### Office of the Building

Hours of operation are from 6:00 a.m. to 6:00 p.m., Monday through Friday. The Office of the Building is closed for most nationally recognized holidays.

#### Special Note

Building personnel must comply with the Laboratory’s established guidelines with regard to allowing access to non-public areas of the site to any guests or contractors. Building personnel are responsible for the actions of their visitors, and for ensuring that existing Argonne National Laboratory site access requirements are met.

## Elevators and Stairs

### Elevator Service

The Theory and Computing Science Building is equipped with two (2) passenger elevators. The center elevator is a freight elevator. Elevators are fully automatic and available 24 hours a day.

| <u>Service</u>    | <u>No.</u> | <u>Dimensions</u> | <u>Lbs./Cab</u> |
|-------------------|------------|-------------------|-----------------|
| Passenger         | 2          | 7.5' X 5.8'       | 3,500           |
| Passenger/Freight | 1          | 8.9' X 5.8'       | 5,000           |

### Passenger Elevators

The building has two passenger elevators and one passenger/freight elevator. In order to provide efficient and courteous rides to all building patrons and prevent damage to the elevator, no deliveries or carts are permitted in the two passenger elevators.

### Freight Elevator

The passenger/freight elevator is available on a first come, first serve basis during normal business hours, 6:00 a.m. to 6:00 p.m. Monday through Friday. The freight elevator may be reserved for a tenant's exclusive use after hours by scheduling with the Office of the Building in advance. Any use of the freight elevator requires notice to the Office of the Building to arrange for protective padding of cab walls and flooring.

Scheduling for the use of a freight elevator is required for all time consuming deliveries and tenant office moves. The Office of the Building must be notified regarding any tenant moving activity such as move-ins or move-outs or any other moving/delivery activities within the building which would require the exclusive use of the freight elevators. No moves will be conducted during normal business hours. For more information, see the *Moving Procedures* section of this manual.

### Special Note

In the event that the elevator stops with passengers inside, remember to remain calm. **There is no danger. The elevator cab will not fall.** Error correction and logic control are usually returned to the elevator in two minutes or less. In the rare event an elevator does not reset automatically, an off-site vertical transportation engineer will respond as soon as possible. We have contracted with vertical transportation specialists for continuous on-call emergency service.

All of the elevators in the building are equipped with two-way communication. Should an elevator malfunction, press the Alarm Button located on the panel below the Floor Call Buttons. Pick up the telephone in the elevator to report your location to vertical transportation specialists on call 24 hours a day.

## Security

Access to the Theory and Computing Science Building Conference Facility is open to the public. Visitors do not need to obtain a pass to gain access.

## Site Access

Access to the Theory and Computing Science Building office area is controlled and granted in accordance with the following terms and provisions.

- As a condition of entry, all individuals entering the property are subject to vehicle search.
- The Security Department and protective force personnel ensure that access requirements are met before authorizing access.
- In all cases, hosts are responsible for ensuring that access requirements are met and for the actions of their visitor.

## Employee Badges

- Regular Argonne and DOE employees are issued photo identification badges. Other site occupants who have regular and frequent need for access for a period of at least six months may receive photo identification badges upon written request from the responsible division director or from DOE-CH to the Foreign Visits & Assignments and Site Access Manager.
- Badges must be worn on the upper part of the body, in plain view at all times while on the property.
- Regular Argonne and DOE employees and certain other site occupants who have been issued photo identification badges may obtain access at any time for official business or other Laboratory-approved activity by displaying their authorized badge. They may also request the issuance of a gate pass to a visitor through the online and are responsible for ensuring visitor compliance with all environmental, health, safety, and security requirements of the site.
- Passes intended for long-term (more than five days) and off hour visits must be approved by the respective division office.

**Exceptions:** Access requirements may be waived by the Laboratory Director, or designee, to facilitate attendance at Laboratory or DOE sponsored or authorized special events (e.g., Arts at Argonne, seminars, public meetings) in accordance with agreed-upon parameters.

## Visitor Gate Passes

- Visitors are defined as person(s) seeking access who are not regular Argonne or DOE employees or other site occupants.
- Visitors who have been issued a gate pass may enter the site for Laboratory-approved activities subject to the time and date restrictions on their gate pass. All visitors are required to present photo identification, such as a driver's license or passport, to receive a gate pass. In addition, all those operating a motor vehicle on site must have a valid driver's license.
- Passes must be worn in plain view, on the upper part of the body, at all times while on site.
- Gate passes may be used only to gain site access for the person to whom the pass was issued.
- When visitor access is required outside of normal business hours, Monday through Friday, 6:30 a.m. to 7:00 p.m., pre-registration with the Argonne Information Center (AIC) or verification of the visit with the host by protective force security officer is required and a gate pass is issued.
- Passes are issued at the AIC during the hours of 6:30 a.m. - 5:00 p.m. upon request of an Argonne or DOE employee or other site occupant. During the hours of 5:00 p.m. and 6:30 a.m., U.S. citizen

visitors may be admitted by the Protective Force after verification of the visit with the host or display of a Gate Night Pass.

### **Tenant / Service Persons Access**

The Maintenance Staff is strictly forbidden to allow access to individual tenant spaces unless approval is given by the Office of the Building.

Occasionally, it will be necessary for various persons, such as telephone installers, repairmen, etc., to have access to locked areas of the building. Written notice with regard to this access must be provided to the Office of the Building in the advance. Contractors or delivery personnel will be denied access if advance notice and arrangements (as outlined in the section entitled "Deliveries") are not made with the Office of the Building by the tenant.

### **Cardkey Security Card Access System**

The Theory and Computing Sciences building access is controlled through a Cardkey security card "Swipe" system. The appointed Argonne National Laboratory representative will be responsible for managing and monitoring this system. All tenant employees accessing the building after normal business hours will need to obtain a Cardkey through their authorized tenant representative. Argonne National Laboratory will make changes or new entries as requested in writing by authorized tenant representatives only.

Certain tenant suite's lock systems operate using the Cardkey system. All employees should be familiar with the times during which their card is activated or valid. The Office of the Building cannot open doors for tenant employees prior to their personal Cardkey schedule. Please consult your tenant representative for information and guidelines on your suite specific system.

### Tenant Security Responsibilities

Security measures are only successful when each tenant in the Theory and Computing Science Building takes an active role towards a secure environment.

- Valuables and cash (kept to a necessary minimum) should be stored in a safe place. Hang coats and wraps away from the entrance to the office.
- Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on weekends.
- Be wary of unattended reception areas within your suite. It is not uncommon for thefts or intrusions to occur through unattended reception areas during the business day.
- Do not hesitate to report any suspicious or disorderly individuals to the Office of the Building.
- Solicitation is not permitted in the Theory and Computing Science Building, and any individual who enters your offices for this purpose should be reported to the Office of the Building immediately.
- Inform the Office of the Building of any building keys which are lost immediately. This includes keys to your suite and other miscellaneous keys.
- Keep purses and gift packages out of sight and locked up in a cabinet or desk.
- All employees and visitors are required to display Argonne issued badge/pass credentials at all times. Badges must be worn on the upper part of the body, in plain view at all times while on Laboratory property.
- Rear doors or secondary entrances should be kept locked at all times.

### Theft

Should you suspect that your offices have been broken into or if items are found to be missing, contact the Office of the Building. Theft of all Argonne owned property must be immediately reported to the Protective Force at 2-5730 or 2-5731. Avoid disturbing anything in areas which you feel might have been affected by an intruder.

### Lost and Found

Any individual finding lost items should turn them in to the Office of the Building. You can also call the Office of the Building if you have lost any items.

## Air Conditioning and Heating

For energy efficiency, air conditioning and heating will be provided during the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Please note that on extremely hot or cold days, only certain temperatures can be maintained, which we call the “comfort zone.” Requests may be submitted to the Office of the Building for the provision of heating and air conditioning during off-hours (see below).

Tenants should not adjust temperature control thermostats in any building area, including their suites. The Authorized Representative should call the Office of the Building for assistance.

## HVAC Overtime Requests

When air conditioning or heating is required after normal business hours, the following procedures should be followed to request overtime HVAC:

- On company letterhead, please submit a formal written request for overtime HVAC service to the Office of the Building no later than 12:00 p.m. on the day preceding the request. To prevent unauthorized requests, only individuals designated by Tenant contacts may request overtime air.
- Please specify the floor and suite number(s) for which you are requesting service.
- Please specify the requested “Time on” and “Time off” (must use a.m. and p.m. designations).
- Any extension of the original request should be delivered in writing as described above.

Please refer to Exhibit D for a sample HVAC Overtime Request. We will try to accommodate tenant requests whenever possible. However, failure to complete any of the above steps may prohibit engineering from honoring this request. To conserve energy, please request only those hours that are necessary and turn non-critical lighting and equipment off.

## HVAC (Hot or Cold Calls)

When calling the Office of the Building to report a hot or cold area within your space, please be prepared to inform the associate of your name, your division, and the specific area and person(s) affected. Please note that space heaters are **unsafe and strictly forbidden** in the building. If there is a severe temperature problem within your space, the Authorized Representative should contact the Office of the Building.

## Other Hints for Keeping Your Office Temperature Comfortable:

- ✓ Dress appropriately for different weather and office temperatures and conditions.
- ✓ Remember we need to keep everyone as comfortable as possible; two different employees in the same office at the same temperature may feel a difference depending on personal temperature preferences and on the type of clothing worn.
- ✓ Be aware of placement of copiers, computers, printers, and any other equipment that may give off heat. This type of equipment may change the ambient temperature around your thermostat.

## Keys and Locks

### Tenant Keying Requests

All locking hardware, security systems, and keying must be coordinated through the Office of the Building. To obtain a key, the Authorized Representative should complete form SEC-10 and submit to the Office of the Building. The request will be routed to the Lockshop, which will issue keys upon receiving the form and authorization by a division director, department manager or building administrator.

### Repin Lock Cylinder (Change Lock)

For requests to change door locks, the Authorized Representative should contact the Office of the Building.

### Contractor Keying Requests

Approved contractors are permitted controlled access to secured areas of the building when cleared through the Office of the Building. The following keys may be distributed by the Office of the Building:

- Mechanical room
- Telephone closet
- Slop sink / Maintenance closet
- Communications closet
- Electrical closet

All contractors requiring keys should report to the Office of the Building to fill out a *Key Sign Out Sheet* and a copy of the *Contractor Work Rules* (Exhibit A). The following rules apply to sign out a key at the Theory and Computing Science Building:

- All contractors must be approved by an Authorized Representative or the Office of the Building to access secured spaces.
- If a contractor, design engineer, or any other person seeking access to any part of the building arrives unannounced, access will be denied until the Office of the Building can develop an understanding of the scope of work which requires access.
- Key(s) can be signed out, in exchange for a valid driver's license or approved identification, between the hours of 6:00 a.m. and 6:00 p.m. Monday through Friday from the Office of the Building.
- Key(s) must be returned during normal business hours to the Office of the Building.
- If a key(s) is not returned, a call will be made to the contracting firm and/or individual to have the articles returned. If the key(s) is not returned immediately, the lock will be changed at the expense of the contractor or requesting tenant.
- From time to time, the Office of the Building may require the building Security Service or Engineering Staff to provide supervision of the work being performed in secure areas.
- Specific areas of the building may (long term projects) require two day notice in order to assure access permission.



- For projects that last more than one week, special arrangements must be made with the Office of the Building.
- After receiving a request for long term keys, the Office of the Building will hold a key ring for the contractor to check out on a daily basis.
- At the start of a long term project, the general contractor must provide the Office of the Building a list of subcontractors that will be authorized to sign out keys. All access must be approved by the Office of the Building. The Office of the Building reserves the right to inspect construction areas.
- If a tenant contractor needs a key(s) after hours, the scope of the work and/or reason for access must be provided to the Office of the Building by 12:00 p.m. The contractor must leave a valid driver's license or valid identification and return the key(s) when finished with the work.
- Contractors are required to keep all areas of construction secured whenever they are not in use. This means mechanical, electrical, telephone, and slop sink rooms must be locked when a worker is not in that room.
- For more information, please refer to the section entitled *Tenant Construction and Alterations*.

### Janitorial and Maintenance Services

The Theory and Computing Science Building is committed to first class janitorial service. We have contracted with an outside service specialist, ABM Janitorial Services, to ensure high quality service.

General office cleaning is provided Monday through Friday except designated Argonne holidays. Should you need cleaning or trash removal beyond the ordinary services provided for in your lease, the Office of the Building will schedule such additional services upon request. Additional cleaning costs will be billed directly to the requisitioning tenant.

Although most services are scheduled for evening hours, a day porter is available on a limited basis to maintain public areas and restrooms. This staff operates solely to perform specific, assigned tasks. If specific, unplanned maintenance needs arise during normal business hours, the Authorized Representative should contact the Office of the Building for assistance.

The Office of the Building, cleaning supervisors, and engineering personnel regularly inspect the premises to ensure high quality of maintenance. However, should a problem arise, the Authorized Representative should contact the Office of the Building. We welcome your inquiries and suggestions.

The following is a general overview of the building standard cleaning services:

| LOBBY   |               |
|---|---------------|
| • Empty all waste receptacles, including shredder bags                                      | Daily         |
| • Empty/damp wipe ashtrays; clean cigarette urns and smooth sand                            | Daily         |
| • Dust all horizontal surfaces  | Daily         |
| • Dust all furniture, fixtures, equipment and accessories                                   | Daily         |
| • Clean and polish all drinking fountains   | Daily         |
| • Dust and wipe all telephones including ear and mouth piece                                | Daily         |
| • Vacuum walk-off mats  | Daily         |
| • Fully vacuum all carpets from wall to wall  | Daily         |
| • Dust mop all hard surface floors with treated dust mop                                    | Daily         |
| • Machine scrub hard surface floors with automatic scrubber                                 | Daily         |
| • Dry buff hard surface floors using a 20-inch burnisher                                    | Daily         |
| • Dust all low reach areas  | Weekly        |
| • Spot clean surfaces removing fingerprints, smudges and stains                             | Weekly        |
| • Machine scrub hard surface floor and apply one coat of polish                             | Semi Annually |
| • Hot water extract carpeting   | Semi Monthly  |
| • Strip hard surface floor and re-coat with three coats of floor polish                     | Annually      |
| TENANT AREAS  |               |
| • Vacuum carpeted floors  | Daily         |
| • Spot clean carpet   | Daily         |
| • Empty all waste receptacles and recycling containers                                      | Daily         |
| • Remove trash and recyclable paper to designated area                                      | Daily         |
| • Dust and spot clean all furniture, fixtures, equipment and accessories                    | Daily         |
| • Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains | Daily         |
| • Spot clean all partition glass  | Daily         |
| • Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)                    | Weekly        |
| • Damp wipe furniture and lint brush fabric furniture                                       | Quarterly     |
| • Dust all Venetian blinds  | Semi Annually |
| TENANT AREA TILE FLOORS   |               |
| • Dust mop and spot mop   | Daily         |
| • Damp mop entire area  | Weekly        |
| • Spray buff floors   | Weekly        |
| • Machine scrub and apply two coats of floor finish   | Quarterly     |
| • Strip and refinish floors   | Annually      |

### EXECUTIVE OFFICE AREAS

- |   |         |
|---|---------|
| • Vacuum carpeted floors wall to wall, spot clean and edge. All plush carpet to be pattern vacuumed | Daily   |
| • Empty all waste receptacles and recycling containers  | Daily   |
| • Remove trash and recyclable paper to designated area  | Daily   |
| • Dust and spot clean all furniture, fixtures, equipment and accessories                            | Daily   |
| • Dust high and low areas (e.g., pictures, clocks, partition tops, etc.)                            | Daily   |
| • Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains         | Daily   |
| • Spot clean all partition glass  | Daily   |
| • Damp wipe furniture and lint brush fabric furniture   | Weekly  |
| • Polish all wood furniture and conference tables using approved polish.                            | Weekly  |
| • Dust all Venetian blinds  | Monthly |
| • Clean all wood doors, on both sides, and wipe away excess oil                                     | Monthly |

### RESTROOMS

- |   |           |
|---|-----------|
| • Refill all dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner | Daily     |
| • Wash all restroom partitions on both sides  | Weekly    |
| • Machine scrub all restroom floors using germicidal detergent  | Quarterly |
| • Dust and clean all return air vents   | Quarterly |
| • Wash walls  | Quarterly |

### ELEVATOR CARS

- |   |          |
|---|----------|
| • Clean and polish elevator bright work                   | Daily    |
| • Detail clean threshold plates removing all visible soil | Daily    |
| • Completely clean and vacuum carpeted elevator           | Daily    |
| • Dust ceiling light lenses                               | Daily    |
| • Hot water extract carpeting                             | Annually |

### BREAK/LUNCH ROOMS/ COFFEE STATIONS

- |  |               |
|--|---------------|
| • Empty all waste receptacles and remove trash to designated area                        | Daily         |
| • Empty and damp wipe ashtrays   | Daily         |
| • Clean and wipe sinks and counters  | Daily         |
| • Vacuum carpeted floors, spot clean and edge  | Daily         |
| • Dust mop all hard surface floors with treated dust mop                                 | Daily         |
| • Damp mop entire area   | Daily         |
| • Spray buff hard surface floors   | Weekly        |
| • Dust high and low areas (pictures, clocks, partition tops etc.)                        | Weekly        |
| • Damp wipe all chairs   | Weekly        |
| • Machine scrub hard surface floor and apply one coat of finish, allow to dry, then buff | Semi Annually |
| • Dust all Venetian blinds   | Quarterly     |

- Strip hard surface floor and re-coat with three coats of floor finish Annually

### COMPUTER ROOMS

- Empty all waste receptacles and remove trash to designated area Daily
- Dust mop all hard surface floors with treated dust mop Daily
- Dust high and low areas (e.g., pictures, clocks, partition tops, etc.) Weekly
- Remove all marks from raised floor tiles Monthly

### LABORATORIES

- Empty all waste receptacles and remove trash to designated area Daily
- Dust mop all hard surface floors with treated dust mop Daily
- Dust high and low areas (e.g., pictures, clocks, partition tops, etc.) Weekly
- Damp mop entire area Daily
- Machine scrub hard surface floor and apply one coat of finish, allow to dry, then buff Semi Annually
- Strip hard surface floor and re-coat with three coats of floor finish Annually

## Waste Removal Policy

The Theory and Computing Science Building supports environmentally responsive rubbish policies. Two waste baskets should be present at all desks and work areas. One waste basket, usually blue or green is dedicated to white paper/recyclable materials. The other trash basket is for all other materials. Separating trash helps to reduce monthly waste hauling and recycling costs.

If you have any questions regarding unusual waste, please have the Authorized Representative contact the Office of the Building. Wet rubbish must be properly stored and removed daily. Rubbish or discarded equipment must not be stored in elevators, lobbies, corridors, or stairwells for even short period of time. Doing so impedes access to exits and is a violation of fire codes and building regulations.

The Theory and Computing Science Building is not a licensed hazardous waste management facility. As such, all hazardous materials, including medical waste, must be disposed of at the expense and liability of individual tenants. Hazardous materials are not allowed in the building without prior consultation with the Office of the Building and appropriate permits from the EPA and OSHA.

All trash which is too large or numerous for a trash can should be clearly marked with red/orange TRASH stickers available from the Office of the Building. Each object to be disposed of must be marked. To prevent confusion, never place valuables on top or around waste cans.

Removal of large bulk trash such as old office equipment should be arranged through the Office of the Building.

## Pest Control

Routine inspection and preventative pest control measures are contracted through the Office of the Building. In the event insects or other pests are noticed or pest infiltration is suspected, the Authorized Representative should contact the Office of the Building for immediate remedy.

## House Calls

From time to time situations will arise in leased or common areas that require attention and remedy by the Office of the Building. Anyone requiring assistance in a building related manner should contact their Authorized Representative who will contact the Office of the Building. This policy eliminates redundant calls and enables the tenant representative to discriminate between internal and building related property management concerns.

When making a house call, please be prepared to describe the request in detail. The Office of the Building will determine the appropriate parties to respond and whether a work authorization letter is required to complete the request. If the request is beyond our staff's ordinary scope of services, we will arrange for the appropriate outside contractor(s) to commission with the tenant at tenant's cost. Contracting these extraordinary services warrants a 15% materials and 20% labor management fee to be included in the tenant's monthly invoice. This cost is not a profit tool but rather a minimum means to cover office costs for coordination of such services.

### Description of Common House Calls (Tenant Service Requests)

We strive very hard to respond to calls quickly and efficiently. On a normal day without emergencies, we attempt to respond to a request within two hours. This response time will vary according to various situations which may be occurring in the building at the time of the request.

The following is a sample of the most common house calls:

#### Light Bulbs

- ✓ Fluorescent Lights
- ✓ Incandescent Lights
- ✓ Credenza Lights
- ✓ Special Lights

The replacement of light bulbs is the most common house call in the building. A member of the engineering staff inspects building areas daily to ensure proper fixture illumination; however, bulbs sometimes burn out between inspections. If a burn out is discovered, please have the Authorized Representative contact the Office of the Building and describe the lamp type, location and quantity.

#### Electrical Problems

- ✓ Electrical outlets not working
- ✓ Blown fuses

Most, but not all, electrical problems can be solved by building engineering. If an outside contractor is required, the tenant will be notified to provide authorization to proceed.

#### Plumbing

- ✓ Clogged / Dripping sinks
- ✓ Plugged / Overflowing toilets

To report plumbing problems, please indicate the floor and the specific area.

## Deliveries

All deliveries must be made at the loading dock. No holding area exists on the loading dock; therefore immediate transport to your suite is necessary. Theory and Computing Science Building personnel cannot take responsibility for accepting deliveries. Delivery personnel are required to use the freight elevator exclusively. The two passenger elevators are reserved for pedestrian use only.

**Important:** Deliveries of any items outside of the scope of a mail-type carrier (UPS, US Mail, FedEx, etc.) require written notification and signed forms on file with the Office of the Building **prior** to the arrival of the delivery. The necessary forms are the Contractor Work Rules (Exhibit A) and the Contractor Insurance Certificate as described in the Contractor Insurance Requirements (Exhibit B). For your protection, *delivery personnel without advance notification and documentation will not be permitted access to the building. All tenants are responsible for their contractors.*

The dock is accessible during normal business hours. The dock is a drop-off / pick-up area only. Parking at the dock is limited to a maximum of 10 minutes. After normal business hours, special or extended dock time may be requested.

In special cases where deliveries, vendors, or contractors (carpet cleaning, computer equipment installation, etc.) are expected after normal hours or on the weekends, a written request must be submitted to the Office of the Building at least 24 hours in advance. This letter, on company letterhead, must state who (name of the company and/or individual) will be coming, the date, the approximate time of service, and a brief description of scope of service.

If possible, rubber wheeled carts should be used. Carts should be handled with care so they do not cause damage to painted surfaces, floors, and walls. Damage to elevators, walls, floors, etc. must be reported to the Office of the Building for evaluation. The cost of repairing the damage will be the responsibility of the owner of the materials being moved at the time of damage.

## Passenger/Freight Elevator

The passenger/freight elevator in the building is available for "single trip" use during normal business hours, 6:00 a.m. to 6:00 p.m. Monday through Friday. The freight elevator has a capacity of 5,000 pounds; consequently heavier objects should never be placed in it. The tenant must monitor and control access to the suite for any deliveries. Any use of the freight elevator, as described above, requires notice to the Office of the Building to arrange for protective padding of cab walls. There is a nominal labor charge associated with freight elevator padding.

Deliveries requiring extended use of either the dock or freight elevator need to be scheduled with the Office of the Building. Notice 48 hours prior to the delivery is required on all extended deliveries and these deliveries must occur after-hours or on weekends. The trucking company should be informed that they will need to unload the delivery into the loading area rather than drop shipping to the building.

**Important:** Any vendor or contractor performing work in the Theory and Computing Science Building is required to provide signed forms to the Office of the Building **prior** to their arrival for service. The necessary forms are the Contractor Work Rules (Exhibit A) and the Contractor Insurance Certificate as described in the Contractor Insurance Requirements (Exhibit B). For your protection, *vendors and contractors without advance notification and documentation will be turned away.*



### Mail and Newspapers

Distribution of mail will be handled by the divisional coordinator. Any questions or concerns with mail delivery should be addressed to that individual.

### Moving Procedures

Movement of furniture, office equipment, construction materials, or any other items requiring more than two trips up and down the freight elevator is restricted to weekends, or weekdays after 6:00 p.m. through 6:00 a.m. the following morning. The Office of the Building adheres to the following procedures to make tenant moves as efficient as possible and to maintain the comfort and safety of the occupants.

- For additional moving instructions and construction information, please refer to the Tenant Move Coordination Manual.
- As the use of the freight elevator is on a first come, first serve basis, it is advantageous to reserve the elevator as soon as a confirmed move date is available. Under no circumstances are passenger elevators to be used for moving equipment.
- To reserve the freight elevator, please have the Authorized Representative call the Office of the Building to schedule an available time. Additionally, a follow-up written notice, on your Tenant letterhead addressed to the Office of the Building is required. The notice should specify date and time of move, name of the moving company, estimated time of completion, and a brief description of items to be moved. This letter will be used to notify the building Security Service of the intended move. Any use of the freight elevator requires notice to the Office of the Building to arrange for protective padding of cab walls. There is a nominal labor charge associated with freight elevator padding.
- The Tenant is required to notify its moving company and request a Certificate of Insurance and signed Contractor Work Rules, which are to be sent to the Office of the Building prior to the move date. Included in this binder are the Contractor Work Rules (Exhibit A) and a sample Contractor Insurance Certificate as described in the Contractor Insurance Requirements (Exhibit B).
- Should the Tenant require the Office of the Building to coordinate and/or monitor the move, or a maintenance person for clean-up, the Office of the Building can arrange these services at a charge to the Tenant at the then current rate per hour.
- The Tenant is responsible to see that the moving/delivery company adheres to the prescribed rules and regulations regarding their move or delivery/dispatch.
- The protection of building corridors, doors, stairwells, elevator floor coverings, public areas, lobbies, and service areas are the responsibility and expense of the tenant and/or moving freight company. More specifically:
  - ✓ Protection of building floor covering by masonite or plywood along the prescribed route of movement through the building as outlined by the Office of the Building.
  - ✓ Protection of elevator lobbies, building corridors, and doors by cardboard, plywood, or other pre-approved materials by the Office of the Building.

- ✓ The protection of elevator and entrance door frames by 2 x 4 boards at 90 degree angles taped to the door frame is required. Any use of the freight elevator requires notice to the Office of the Building to arrange for protective padding of cab walls. There is a nominal labor charge associated with freight elevator padding.
- ✓ The movement of materials, furniture, etc. is limited only to those corridors, stairwells, elevators, and service areas designated by the Office of the Building.

### Tenant Design / Construction and Alterations

Throughout the term of a lease, certain modifications to spaces become necessary. These modifications may include simple relocation of an electrical outlet or may involve more complex reconfiguration of walls, doors, etc. In order to ensure that basic design criteria are complied with and building records are updated, the Office of the Building needs to review all construction projects prior to the start date.

The Office of the Building is fully staffed to assist with any construction project. Through our experience, we have developed relationships with many qualified contractors. We ensure competitive pricing, quality and courteous work is achieved. A nominal fee is charged for our services depending on the level of our involvement.

If you choose not to have the Office of the Building coordinate the projects, proof must be submitted to the Office of the Building that the work complies with all codes, basic design criteria, the contractor(s) meet licensing and insurance requirements and record drawings are submitted to reflect any changes to existing structures.

Tenants desiring or contemplating alteration or remodeling of existing leased spaces are encouraged to contact the Office of the Building through their Authorized Representative for preliminary consultation. The Office of the Building must review all tenant plans and specifications prior to construction.

Contractor rules and regulations are listed below:

- All general contractors, subcontractors, and service groups planning to perform work in the Theory and Computing Science Building must register with the Office of the Building, and submit working drawings for review prior to the commencement of a job. If any changes to the approved construction plan are necessary, be sure to have them reviewed by the Office of the Building prior to proceeding with the work.
- Upon request by the Office of the Building, contractors will produce City and/or State licenses necessary to perform the work.
- Each contractor will be required to produce a Certificate of Insurance proving the minimum amounts of in-force coverage as seen **exactly** in Exhibit B, Contractor Certificate of Insurance Requirements.
- Tenants shall refer all contractors' representatives and installation technicians to the Office of the Building for Tenant's supervision, approval, and control before the performance of any contractual services. This provision shall apply to work performed in the building, including but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, mechanical systems, control systems, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment, or any other physical portion of the Building.

- Use of freight elevators for purposes beyond general pedestrian circulation is restricted as noted in the *Deliveries* section. Such use must be coordinated with the Office of the Building prior to the date of use to provide authorization and prevent conflicts.
- All damages done to the building by the movement of property by a Tenant, or done by a Tenant's property while in the building shall be repaired at the expense of the Tenant. The Authorized Representative shall notify the Office of the Building when heavy equipment, such as an office safe, is to be moved in or out of the building. Such moving shall be done under the supervision of the Office of the Building after written permission from the Landlord. Persons employed to move such property must be acceptable to the Landlord.
- If a job permit from the City Building Department is required by the scope of work to be performed, the permit must be properly displayed at the job site from start-up to completion of the project.
- All tools, equipment, and building materials must enter the building via the loading dock, freight elevator system. Removal of trash, tools, and equipment must be made via the same route. For information on the service dock, see the deliveries section of this manual.
- Contractors must check in and out at the Office of the Building at the beginning and end of each day.
- For all freight elevator information, please refer to the section in this manual entitled *Deliveries*. Passenger elevators are not to be used for transporting tools, materials, or trash or for any construction related activities.
- The general contractor will provide a trash dumpster for all subcontractors to use. The dumpster located near the loading dock is to be clearly identified as pertaining to the general contractor and its subcontractors. Do not use building trash containers for trash from construction or demolition. When awaiting pick-up, the dumpster is to be positioned at least one foot from any part of the building structure and out of the way of traffic.
- All work for a tenant must be confined within the tenant's space. Public corridors and stairways are not to be used for storage of materials or as a workshop. Tracking construction dirt into the public corridors or stairways must be prevented.
- All doors affected during construction shall be kept closed when not in use
- Any damage caused by the contractor's employees is to be reported to the Office of the Building immediately and will be the responsibility of the contractor to repair.
- No signs, advertisements, graphics, or notices shall be painted or affixed to any windows or doors or other part of the building unless first approved in writing by the Office of the Building.
- Construction noises must be limited during the normal business hours to such extent that they are inaudible to other Tenants. Disruptive demolition or construction work must be scheduled for non-business hours. No floor drilling or rotor hammering will be allowed during business hours.
- Contractors shall take all necessary precautions to avoid setting off fire alarms.

- Glue, primer, paint, or other odorous materials must be applied during non-business hours with advance notification given to the Office of the building.
- Mechanical room keys and telephone room keys can be signed out for use during business hours from the Office of the Building. A picture identification must be left in exchange for the keys.
- Exceptions to any of the above regulations can be made only through consent of the Office of the Building. Violation of any of the above regulations will be cause for immediate and permanent termination of permission to perform work in, or to enter, the Theory and Computing Science Building.

### Additional Rules for Cable Contractors

- Telephone, mechanical, and electrical closet keys are available in the Office of the Building. The keys can be signed out to contractor representatives in exchange for acceptable identification.
- Any and all firestop materials that are removed must be properly replaced the same day. Removal without the proper same-day replacement of firestop materials (horizontal or vertical) is a violation of the DuPage Fire Code.
- Telephone and electrical cables that are run through ceilings must be properly supported above ceiling.
- All telephone and electrical cables and wire ties must be plenum-rated per National Electrical Code and DuPage Fire Code.
- Ceiling tiles that are removed for access must be reinstalled. The Authorized Representative should contact the Office of the Building for replacement tiles if needed.
- All clean-up of scrap wire, wire insulation, and other trash must be done the same day the work is performed.
- Any questionable situations must be reported immediately to the Office of the Building.
- All installations will be inspected by the building engineer.

### Property Rules and Regulations

- Sidewalks, doorways, vestibules, hallways, stairways, and other similar areas shall not be obstructed by tenants or used by any tenant for any purpose other than ingress and egress to and from the leased premises and for going from one part of the Building to another.
- Plumbing fixtures and appliances shall be used only for the purpose for which designated. No sweeping, rubbish, rags, or other unsuitable material including toxic or flammable products shall be thrown or placed therein. Damage resulting from any such fixtures or appliances from misuse by a tenant shall not be the responsibility of the building.
- No signs, mail boxes, advertisements, or notices shall be painted or affixed on or to any windows or doors or other parts of the building from the exterior or any common area or public areas of the building. No part of the building may be defaced by tenants.
- No tenant shall place any drapes, blinds, shades or screens to be attached to, hung in or used in connection with any window or door relating to the Premises without the prior written consent of Landlord.
- No tenant shall place any additional lock or locks on any door.
- All tenants will refer all contractors, contractors' representatives and installation technicians tendering any service to them to the Office of the Building before the performance of any contractors' services. This provision shall apply to all work performed in the building, including but not limited to, installation of telephones, telegraph equipment, electrical devices, HVAC, attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings equipment and any other physical portion of the building.
- After initial occupancy, movement of furniture or office equipment, dispatch, or receipt by tenants of any bulky material, merchandise or material which requires use of elevators shall be restricted to the use of freight elevators only. Absolutely no carts or dollies are allowed through the main entrances or on passenger elevators. All non-hand carried items must be delivered via the appropriate loading dock and freight elevator. Tenants are not permitted to move furniture or office equipment. Requests to move furniture or office equipment may be submitted to the Office of the Building.
- Deliveries requiring multiple hoists such as the movement of quantities of furniture or office equipment shall be under the supervision of the Office of the Building and in the manner agreed between the tenant and the Landlord by pre-arrangement before performance. Such pre-arrangement initiated by a tenant will include after hours scheduling by the Office of the Building, as to time, method and routing of movement as to limitations for safety or other concerns which may prohibit any article, equipment or any other item from being brought into the building. The tenants are to assume all risks as to the damage to articles moved and injury to persons or public engaged or not engaged in such movement including equipment, property and personnel of Landlord if damaged or injured as a result of an act in connection with carrying out this service for a tenant from time of entering the property to completion of work. The Building shall not be liable for an act of any persons engaged in or any damage or loss of any property or persons resulting from any act in connection with such service performed for a tenant.
- The Office of the Building shall have the power to prescribe the weight and position of safes and other heavy equipment to insure proper distribution. All damages done to the building by

moving any property of a tenant or done by a tenant's property while in the building shall not be the responsibility of the building.

- An Authorized Representative shall notify the Office of the Building when safes or other heavy equipment are to be taken in or out of the building and the moving shall be done under the supervision of the Property Manager, after written permit from the Landlord. Persons employed to move such property must be acceptable to Landlord.
- Corridor doors when not in use shall be kept closed.
- Each tenant shall cooperate with Landlord's employees in keeping its' leased area neat and clean. No tenant shall employ any person for the purpose of cleaning other than the building's cleaning and maintenance personnel without prior approval by Landlord. Landlord shall be in no way responsible to the tenants, their agents, employees, or invitees for any loss of property from the premises or public areas or for any damages to any property therein from any cause whatsoever.
- Should a tenant require a telegraphic, telephonic, annunciator or other communication service, the Office of the Building will direct electricians where and how wires are to be introduced and placed and none shall be introduced or placed except as the Building shall approve, which approval will not be unreasonably withheld. Electric current shall not be used for power or heating without Landlord's prior written permission.
- No extension cords (without breakers/fuses) are to be used. Management recommends 6 foot, UL-approved extension cords with surge protection. No lamp extension cords or multi-jacks should be utilized. Extension cords should never be placed in walk paths as this can cause serious accidents as a result of tripping.
- Tenants shall not make or permit any improper noises in the building or otherwise interfere in any way with other tenants or persons having business with them.
- Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds or animals (except Seeing Eye dogs) shall be brought into or kept in, on or about any tenant's area.
- No machinery of any kind, other than normal office equipment, shall be operated by any tenant on its leased area without the prior written consent from the Office of the Building, nor shall any tenant use or keep in the building, any flammable or explosive fluid or substance except in accordance with local fire codes and procedures approved by the Office of the Building.
- Tenants shall not bring in or keep any firearms in the Premises or the Building.
- The use of space heaters, heat lamps or grow lamps is strictly prohibited per fire code.
- No portion of any tenant's leased area shall at any time be used or occupied as sleeping or lodging quarters.
- Landlord will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased area or public areas regardless of whether such loss occurs when area is locked against entry or not.

- Tenant will not tamper with or attempt to adjust temperature control thermostats in the leased area.
- Tenant shall not display any holiday decorations unless previously approved by Landlord.
- Smoking is only permitted in the TCSB loading dock, 15 feet from any building entrance.
- Landlord reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as its judgment shall, from time to time, be needful for the safety, protection, care and cleanliness of the building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees, and invitees, which rules and regulations, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed.

### Miscellaneous Information

#### Graphics

The Theory and Computing Science Building graphics are standardized and available through the Office of the Building. No signage is permitted without written permission from the Office of the Building.

#### Entry Door

Variation from the building standard graphics on a typical tenant entrance door is permitted. This variance, however, must be approved by the Office of the Building. Variance is judged based upon allowances currently agreed upon with existing Tenant signage in their Suites.



### Exhibit A

#### Contractor Work Rules

The following building rules and regulations will be strictly adhered to by all contractors doing tenant improvements or general building improvement work at the Theory and Computing Science Building.

#### General Information

- Tenants may not make any modifications, alterations, additions or repairs to their leased premises and may not install any furniture, fixtures or equipment in their leased premises which is in violation of any applicable Building and/or Fire Code governing their leased premises or the Project. The Tenant must obtain prior approval from Landlord of any such alterations, modifications and additions and shall deliver record plans thereof to Landlord, upon completion, except as otherwise permitted in the Tenant's lease. Such alterations include but are not limited to any communication equipment and associated wiring which must meet fire code. The contractor conducting the modifications must be a licensed contractor, must obtain all necessary permits and approvals prior to commencing the modifications and is subject to all rules and regulations of Landlord while performing work in the building.
- The Office of the Building must be contacted prior to the performance of any work. The Office of the Building reserves the right to approve, deny or terminate work for any reason. All Contractors shall provide working drawings and permits to the Office of the Building prior to the performance of any work.
- All Contractors and Tenants shall name building ownership and management as additionally insured per the attached requirements prior to performing any construction work.
- A list of building management names and telephone numbers to use in the event of an emergency will be made available to the Contractor; Contractor is required to provide the same to the Office of the Building.
- All extraordinary costs associated with plan review, such as consultant fees, shall be billed to the contractor or tenant.
- The Contractor will be responsible for the removal, cleaning, reinstallation and replacement (if damaged) of all existing project materials. No materials may be removed without the written authorization by the Office of the Building. If removed, the materials must be kept in a secure area.
- The Contractor is responsible for complete removal and capping of unused or abandoned conduit, cables, duct work, structural components, partitions or other materials. No existing unused structure may be left abandoned without written authorization by the Office of the Building.
- The Office of the Building is solely responsible for the issuance of keys. General Contractors or workmen who require access to keyed areas, i.e., water/slop sink, electrical closet, telephone closet, will be required to present a valid form of identification (driver's license) to be retained in exchange for disbursement of key(s). All Contractors must coordinate the keying of doors under

the supervision of the Building Engineer. Building standard hardware is to be used without exception.

- Landlord shall have the authority to approve the proposed location of any safes, heavy furniture or other unusual equipment.

### Building Protection Systems

- Before any demolition or construction work begins, it must be determined whether such work will affect the Life Safety System, Building Management System (BMS) or other building system. If it is determined that such demolition or construction work may adversely effect any system, it will be necessary for the Building Engineer to remove the system from service and restore it to service upon completion of the activity. Service must be restored daily. Contractor assumes liability for all events resulting from the disconnection of affected systems.
- **Under no circumstances will the building allow the fire alarm system to be shut down overnight, on weekends or on holidays.** Forty-eight (48) hours written notice to the building is required before any work affecting the fire alarm system is undertaken. The notification form is available at the Office of the Building.
- The General Contractor is responsible for notifying the Office of the Building forty-eight (48) hours prior to any sprinkler system tie-ins or testing. The notification form is available at the Office of the Building.
- The Contractor will notify the Office of the Building two (2) weeks before any proposed electrical shutdowns which might affect existing tenants.
- The General Contractor will provide an adequate number of fire extinguishers in the work area throughout the construction period.
- All hot work including but not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding must be approved by the Office of the Building in advance. All approved hot work must be accompanied by Hot Work Permit.

### Construction Operations

- All deliveries of materials to the site shall be to the loading dock. **No materials may be delivered through the main entrance doors, through the building lobby or through the passenger elevators. All contractors must use the service elevator for all vertical transportation.** Any use of the freight elevator requires notice to the Office of the Building to arrange for protective padding of cab walls. There is a nominal labor charge associated with freight elevator padding.
- The Contractor must have its own supervisor on-site at any time material is delivered or moved. The Office of the Building will not coordinate any deliveries or be responsible for signing or accepting any materials.
- **Deliveries and movement of materials into and through the building must be done after normal building hours, i.e., between 5:30 p.m. and 7:30 a.m. Monday through Friday.** Exceptions to this rule must be approved by the Office of the Building.
- Significant movement in or out of the building or furniture, office equipment or any other bulky or heavy materials shall be restricted to such hours as Landlord shall reasonably designate.

Landlord will determine the method and routing of the movement of such items so as to ensure the safety of all persons and property concerned and Tenant shall be responsible for all costs and expenses associated therewith. Advance written notice of intent to move such items must be made to the Landlord well before the time of such move. For non-significant movement in or out of the building of portable items which do not require use of dollies or other moving equipment, notice to Landlord shall not be required.

- Demolition and removal of trash must be done after normal building hours, i.e., between 5:30 p.m. and 7:30 a.m. Monday through Friday. Exceptions to this rule must be approved by the Office of the Building.
- Any large Dumpsters for the removal of construction debris are the responsibility of the General Contractor and must be scheduled with the Office of the Building. Dumpsters shall be placed at the loading dock or approved designated areas. All dumpster areas must be kept neat and orderly. Dumpsters shall be removed promptly upon request.
- The General Contractor and all subcontractors will use rubber wheeled cars when moving material through the building or removing trash from the building. If metal wheeled moving devices are used, floors must be protected.
- Sidewalks, doorways, vestibules, halls, stairways, elevator lobbies and other similar areas in common areas of the building shall not be used for storage of materials or disposal of trash, be obstructed by Contractor, or be used for any purpose other than entrance to and exit from the Tenant's leased areas and the Building and for going from one part of the Building to another part of the Building.
- Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweepings, rubbish, rags or other unsuitable materials shall be disposed into them. Damage resulting to any such fixtures proven to result from misuse by Tenant, and not by Landlord's cleaning contractors responsible for cleaning the Tenant's leased area and the Building, shall be the liability of the Tenant.
- Protection of all public corridor and elevator surfaces is the responsibility of the Contractor. Masonite floor protection and cardboard protection will be required throughout the job. Protection devices must be removed daily to facilitate cleaning.
- The Contractor is responsible for having "walk-off" mats at the exit(s) from the tenant construction area. If necessary, mats are to be wetted to reduce the tracking of dust and debris outside the construction area.
- The General Contractor is responsible for vacuuming public corridors as necessary (at least daily).
- Under no circumstances will construction debris be allowed to remain in the building longer than twenty-four (24) hours. The site area should be kept clean and organized at all times. Exceptions to this rule must be approved by the Office of the Building.
- The Contractor is responsible for storing and securing all construction tools and materials. Storage space may be leased through the Office of the Building (if available).
- Corridor doors which lead to common areas of the Building (other than doors opening into the elevator lobby on floors leased entirely to a Tenant) shall be kept closed at all times.

- Professional behavior is expected in an occupied building at all times. **Smoking is not permitted in the building per Illinois ordinance.** A professional manner is expected in all public areas and inappropriate language or comments will not be tolerated. Any construction worker caught stealing, drinking alcohol or under the influence of any illegal substance will be banned from the site.
- While on site, construction workers will be confined to the construction area only. Building security guards and property management will periodically inspect all areas of the building. Any construction workers found in an unauthorized place may be subject to dismissal from the job site.
- Consumption of food and beverages on the job site must be supervised by the appropriate contractor. The restaurants and convenience stores are open to contractors and their employees during their respective operating hours.
- No cooking of any kind will be allowed on the site.
- Radios and other noise will be kept to a reasonable level so as not to disturb tenants and their guests.
- Core boring of all floors, setting anchors or any other disruption (sound, smell, vibration, etc.) shall be done after normal building hours, i.e., between 5:30 p.m. and 7:30 a.m. Monday through Saturday. Exceptions must be approved by the Office of the Building. The Contractor is responsible for all cleaning associated with this work.
- The Contractor must shut off all lights in the construction area upon completion of the day's activities.
- The Contractor must reserve the freight elevator for use by requesting same through the Office of the Building.
- The Office of the Building does not provide an elevator operator. The Contractor must provide an operator when required. Any costs associated with the use of the freight elevator shall be the Contractor's responsibility.
- All construction personnel must park in areas designated by the Office of the Building.

### Project Completion

- Contractor is responsible for balancing the HVAC systems to the satisfaction of the Building Engineer and must provide a written report of the balance test results. Any additional work done by the Building engineering staff will be charged back to the Contractor. The Contractor must have an independent firm test and balance the space at Contractor's expense.
- The General Contractor is responsible for providing complete sets of as-built drawings to the Office of the Building upon completion of the work. These documents must be provided no later than six (6) weeks after completion.
- The General Contractor is responsible for delivering the site at completion in a clean and ready condition.

- Upon completion of any particular construction project, stairwells and elevator lobbies must be repainted or touched-up as necessary.
- There will be an additional charge if building engineer(s) are utilized on the job site beyond their normal working hours or for unusually long periods of time which disrupt their normal work responsibilities.

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AGREED AND ACCEPTED

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CONTRACTOR

---

DATE

### Exhibit B

#### Contractor Insurance Requirements

The Theory and Computing Sciences Building requires that all Contractors/Sub-Contractors carry the following coverage:

##### COMMERCIAL GENERAL LIABILITY

As specified in Contract - \$2,000,000

To Include:

- a. Personal Injury
- b. Non-owned Automobile
- c. Blanket Contractual
- d. Independent Contractors
- e. Broad Form Property Damage
- f. Fire Legal Liability (Min. \$50,000)
- g. Products Liability (if products are sold from premises)

##### WORKER'S COMPENSATION LIABILITY

As required by law

##### PRIMARY POLICY AND COVERAGE

Any coverage carried by the Owner shall be non-contributory with respect to any policy carried by Contractor

##### BUILDER'S ALL RISK COVERAGE

Full replacement value

##### CONTRACTOR TERMS

A provision that the insurer will not cancel or change the coverage provided without first giving Owner thirty (30) days' prior written notice.

##### BUSINESS INTERRUPTION

As specified in Contract

##### CANCELLATION NOTICE

A minimum of 30 days written notice

##### CERTIFICATE HOLDER

The Theory and Computing Sciences Building Trust

### ADDITIONAL INSURED

The Theory and Computing Sciences Building  
Trust by TCSB-P3, LLC and Colliers  
International Real Estate  
Management Services, LLC d/b/a Colliers  
Bennett & Kahnweiler Real Estate  
Management Services for 9400 S. Cass  
Avenue, Argonne, IL.

Contractor is to provide proper evidence of renewal of any insurance coverage thirty (30) days prior to the expiration. The certificate may be delivered to the above address as indicated by Certificate Holder. Policies must be written on "an occurrence" basis and must contain cross liability severability of interest clause.

A waiver by the insurer of any right of subrogation against Owner, its agents, employees, contractors and representatives which arises or might by reason of any payment under the policy or by reason of any act or omission of Owner, its agents, employees, contractors or representatives.

A provision that the policy and coverage provided shall be primary and any coverage carried by the Owner shall be non-contributory with respect to any policy carried by Contractor.



### Exhibit C

#### Sample Work Authorization Letter

***Tenant***  
***Suite XXX***  
***9400 S. CASS AVENUE***  
***ARGONNE, IL 60439***

To: 

From: *Tenant Representative*

Date: 

Re: Authorization to proceed with work

Please proceed with contracting (or performing) the following work on our behalf:

- Item 1
- Item 2

Authorized signature: \_\_\_\_\_

**Exhibit D**

**Sample HVAC Overtime Authorization Letter**

***Tenant  
Suite XXX  
9400 S. CASS AVENUE  
ARGONNE, IL 60439***

To: 

From: *Tenant Representative*

Date: 

Re: Authorization to proceed with work

Please schedule overtime HVAC service for Floor # \_\_\_\_\_ Suite # \_\_\_\_\_ on <<Date>> from <<Time On a.m. / p.m.>> to <<Time Off a.m. / p.m.>>.

Authorized signature: \_\_\_\_\_

## Exhibit E

### Sample Key Sign-Out Form

Date

In regards to the property located at 9400 S. Cass Avenue, in Argonne, IL 60439:

The undersigned understands any and all agreements entered into subject to the Facilities Use Agreement, dated December 1, 2007 (the "Agreement"). Upon occupancy of the space stipulated in the Agreement, Lessee has accepted the following keys from Owner's Agent:

| DESCRIPTION  | # OF COPIES<br>ON HAND | LESSEE'S INITIALS |
|--------------|------------------------|-------------------|
|              |                        |                   |
| <b>Total</b> |                        |                   |

I verify that the above is true.

\_\_\_\_\_

Eric Ohlson, Associate  
Agent for Owner

I verify that the above is true.

\_\_\_\_\_

Print Name & Division Above

\_\_\_\_\_

Signature of Lessee Representative

## **Exhibit F**

### **ANL Traffic Safety and Enforcement Policy**

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